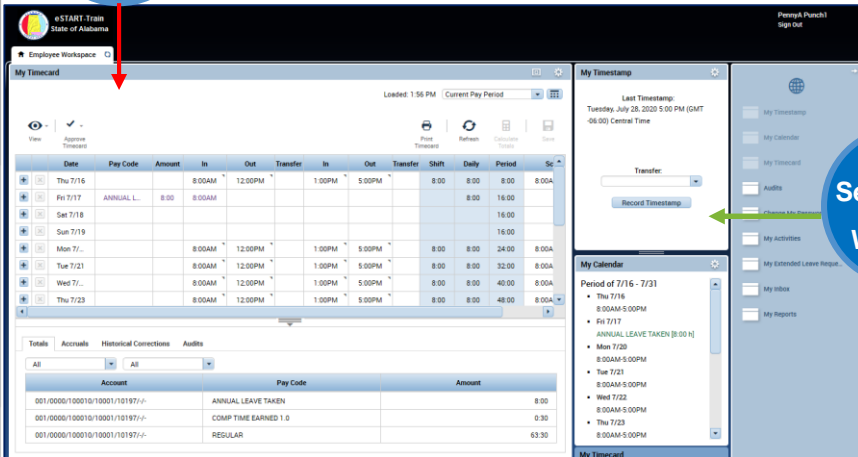


Using the eSTART My Calendar Widget

Employee Workspace Layout and Navigation

Primary Widget



The screenshot shows the eSTART Employee Workspace. The 'My Timestamp' widget is the primary widget, displaying a table of employee time data. The 'My Calendar' widget is a secondary widget, showing a calendar view for the period of 7/16 - 7/31. A red arrow points from the 'Primary Widget' label to the 'My Timestamp' widget. A green arrow points from the 'Secondary Widgets' label to the 'My Calendar' widget.

Primary and Secondary Widgets

Workspace layouts vary. All workspaces have at least one primary widget, which is where you do your work. Workspaces can also have one or more secondary widgets, that you can choose to promote to the primary position if you need to work in them.

Secondary Widgets

Usable Secondary Widgets

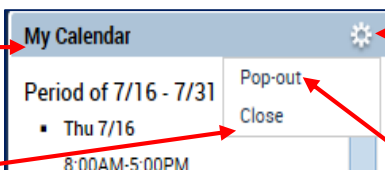
In most cases secondary widgets are only informational until promoted to a primary position. However, some widgets, like My Timestamp, have functioning parts when in the secondary position.

Title Bar

Click and drag a secondary widget's title bar to swap it with another widget or to return it to the Related Items pane.

Close Option

Select Close to send a secondary widget back to the Related Items pane.



The image shows a close-up of the 'My Calendar' widget title bar. It includes a gear icon for settings, a 'Pop-out' button, and a 'Close' button. A red arrow points from the 'Close Option' text to the 'Close' button.

Gear Icon

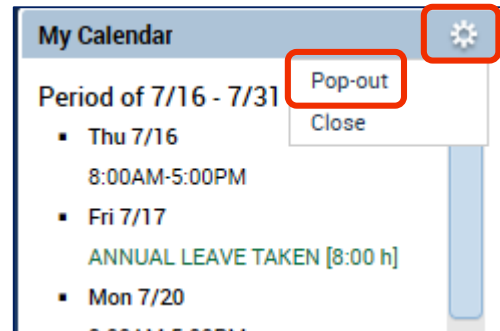
Click to view options for moving the widget. Unavailable options will be grayed out. (For example, primary widgets cannot use Close or Pop-out.)

Pop-out Option

Select Pop-out to promote a secondary widget to a primary position.

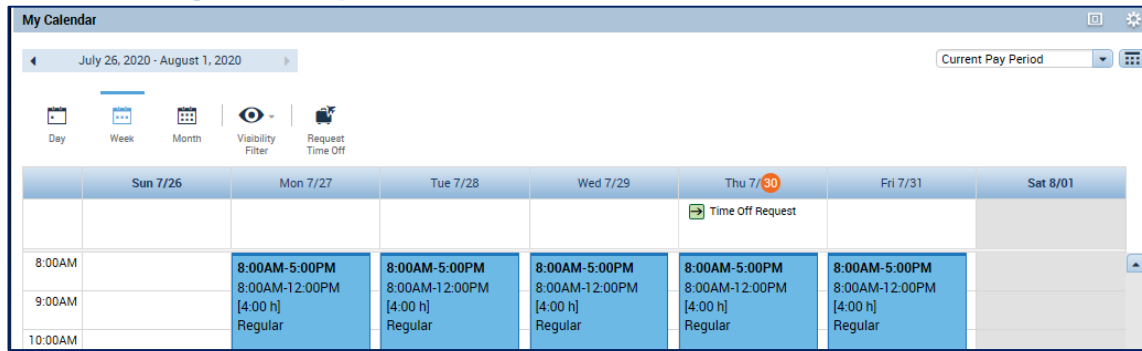
Accessing the My Calendar Widget




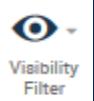
1. In the Employee Workspace, locate the **My Calendar** Widget.
2. Click the gear icon on the **My Calendar** Widget and select **Pop-out**.
3. Click the **Maximize/Restore** Icon to expand the viewable area of the calendar.



The image shows a close-up of the 'My Calendar' widget. The 'Pop-out' button is highlighted with a red box, and the 'Close' button is also highlighted with a red box. A red arrow points from the 'Pop-out Option' text to the 'Pop-out' button.

The My Calendar Widget View Options



Action	Step
To view details of a day	Place your cursor over a shift to view details, such as the details of the schedule.
To view different calendar formats	<p>Select  to view one day across the screen.</p> <p>Select  to view one week across the screen.</p> <p>Select  to view several months across the screen.</p>
To view certain elements in your calendar	<p>Select  to display elements, such as time off requests, holidays, scheduled pay codes, or scheduled shifts. If an item has a check mark, click the item to remove it from the display.</p> 